



## 2011-2012 Pre-K Year End Reconciliation Report

**Legal Name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

### Start-up Reconciliation:

1	Total Start-up payments:	
2	Total Start-up purchases:	
3	<b>Start-up balance:</b>	

### Pre-K Contract and Roster Payments Reconciliation Expenditures/Direct Costs:

4	Instructional Supplies and Materials:	
5	Instructional Other (field trips etc.):	
6	Stationary Playground Equipment: <b>(Approval Required)</b>	
7	Computers: <b>(Approval Required)</b>	
8	Food:	
9	Lead Teacher Salary:	
10	Lead Teacher Benefits:	

11	Sub-Lead Teacher Salary:	
12	Assistant Teacher Salary:	
13	Assistant Teacher Benefits:	
14	Sub-Assistant Teacher Salary:	
15	Other Employees:	
16	Other non-instructional costs:	
<b>17</b>	<b>TOTAL DIRECT COSTS:</b>	

### Administrative Costs:

18	Director's Salary:	
19	Office Supplies:	
20	Bookkeeping/Clerical:	
21	Royalties:	
<b>22</b>	<b>TOTAL ADMIN COSTS: (May not exceed 6% of Pre-K Payment*)</b>	
<b>23</b>	<b>Carry Over Pre-K Amount</b>	

### Totals:

24	Total Pre-K Payment:	
25	Total expenditures: (Add lines 16 & 21)	
<b>26</b>	<b>Balance</b>	
<b>27</b>	<b>Amount Due</b>	

I certify that the above is a correct accounting of disbursed Prekindergarten funds. All documentation for the above information is on file and available for verification.

Signature

Date